

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
ADVISORY BOARD
Meeting Minutes**

Meeting Date/Time: 04/03/14 9:30 a.m.

**Location: Easter Seals Workforce Training Center and LilyWorks Catering
505 Northview Rd
Waukesha WI 53188**

Committee Members:

<u> </u>	Vacant	<u>EA</u>	Patterson, Sandy
<u>X</u>	Franklin, Robert	<u>X</u>	Ruf, John
<u>X</u>	Gamez, Margaret	<u>X</u>	Spitz, Carolyn
<u>X</u>	Goetz, Jennifer	<u>EA</u>	Turkoske, Julie
<u>X</u>	Graham, Bill	<u>X</u>	Wolff, Sandy
<u>X</u>	Lee, Glenn	<u>X</u>	Zaborowski, William
<u>X</u>	Ludka, Elaine		

X = Present A = Absent EA = Excused Absence

Additional Attendees:

<u>X</u>	Page, Luann	<u>X</u>	Cizel, Maria
<u>X</u>	Smith, Mary		
<u>X</u>	Smith, Sue		

Call to Order:

The meeting was called to order at 9:30 am by Chair B. Graham.

Public Comments:

M. Cizel announced that she will be participating in a Play at the Waukesha Civic Theater. The ACAP Players will be performing The Pirates of Pizzazz April 10-13.

Approval of March 6, 2014 meeting minutes – Chair B. Graham:

Chair B. Graham called for approval of the meeting minutes of March 6, 2014.

B. Zaborowski moved to approve the minutes; R. Franklin seconded the motion. All in attendance approved. Motion carried.

Educational Segment – Easter Seals Workforce Training Center and LilyWorks Catering – Easter Seals Staff

The ADRC Advisory Board held the April 3rd meeting at the Easter Seals Workforce Training Center and Lilyworks Catering. The Board was provided with an in-depth presentation and tour. The Workforce Training Center and Lilyworks Catering is in the process of an extensive remodel/renovation project, which when complete, will provide training in the first, and only, fully accessible kitchen in Waukesha County. The facility will also expand on an already successful pre-vocational training center and will have an area dedicated to computer training. Board members were provided a tour of the building and were very impressed with this

outstanding program. Our thanks go out to Easter Seals for the gracious hospitality that was extended to the ADRC Advisory Board.

ADRC Manager's Report – L. Page

- L. Page reported that the restructure/reorganize the ADRC has been completed. It seems to be going very well.
- As part of the restructuring, the Nutrition and Older American's Act Supervisor has been changed to Nutrition and Transportation.
- L. Page advised that she and M. Smith attended a Thriving Waukesha meeting. This initiative will focus on transportation issues in WC. The whole community is concerned with gaps in transportation. Multiple groups came to the table, which included representatives from Taxi companies, Common Ground, MCOs, Hospitals and Waukesha Metro. This first meeting was a high-level, brainstorming session to discuss the issues, the end-goal, what do we want transportation to look like in Waukesha County and what do we need to do to get there.
- The ADRC has started the process of our Strategic Plan. This is a 3-year Plan, with one of the major focuses is making sure all staff knows what the Plan is/what our goals are.

ADRC Coordinator's Report – M. Smith

- The Board was provided with a letter from GWAAR, regarding Nutrition Audit that was conducted on February 19. The assessment was very complementary; there were no issues related to food sanitation and safety. The multi-page assessment indicated the ADRC is in compliance in every area of the Policy Manual. The letter also provided a detailed description of what was observed at the Oconomowoc Meal Site; the parking issues, handicapped inaccessibility, the room itself not being very friendly or welcoming and the issues about risk management with people having to set up/take down tables and chairs. His recommendation is that the senior meal program relocate the dining center to a more accommodating location. G. Lee extended thanks to R. Franklin for bringing this issue to the Board's attention. B. Graham is interested in seeing how this will be resolved. M. Smith will report on this every month until it is resolved.
- The state continues with plans to upgrade the SAMS database to 3.0. M. Smith, S. Smith and Support Staff, K. Searl are currently being trained as Subject Matter Experts (SMEs) in SAMS.
- All 2013 End of Year reports have been submitted to the state.
- L. Page and M. Smith attended the State Directors' Meeting in Wisconsin Dells. M. Smith shared that the Bureau of Aging & Disability Resources consists of four departments within that bureau. The Office of Resource & Development, Office on Aging as well as the Office on Deaf and Hard of Hearing and the Office of Blind and Visually Impaired. M. Smith felt that the Office of Deaf and Hard of Hearing and Office of Blind and Visually Impaired could be considered as future Educational Segments.
- May is Older American's Act Month and also Aging & Disability Resource Center Month. The Governor will be doing a Proclamation for Celebrating ADRCs for the month of May.
- The Volunteer Recognition Event will be held on May 4 at the Country Springs Hotel. Invitations to follow. This is a wonderful event and we hope all will be able to attend.

Advisory Board Chair Report – Chair B. Graham:

No report, however Chair Graham extended thanks to Easter Seals for their very interesting presentation.

State Aging Advisory Committee Report - S. Wolff:

S. Wolff requested input from the Board for the April 24th State Aging Advisory Committee meeting. She is asking for examples of grassroots advocacy efforts. Suggestions from the Board included the issues at the Oconomowoc senior dining site and the transportation issues/initiatives in Waukesha County.

Greater Wisconsin Agency on Aging Resources (GWAAR):

No Report

Health and Human Services Board and Committee Report – B. Zaborowski:

- B. Zaborowski reminded the Board that the Public Hearing on unmet needs will be held this evening (April 3) at the Waukesha County Expo Center at 7:00 p.m. This is the last of the Public Hearings and the beginning of the budget process. The HHS Board will present the graded findings to the County Executive.

Other Business/Updates - All:

None

Adjournment:

J. Ruf moved to adjourn the meeting. C. Spitz seconded the motion; all in attendance approved. Motion is carried.

Next Meeting: May 1, 2014

Health & Human Services Center, Board Room 271

514 Riverview Avenue

Waukesha WI 53188

NOTE CHANGE IN MEETING ROOM

Approved _____ **Date** _____

Recorded and Submitted by Sue Smith